

No.A-22011/1/2015-HRD.I
Government of India
Ministry of Commerce & Industry
(Department of Commerce)
Directorate General of Foreign Trade

Udyog Bhawan, New Delhi
Dated: the 25th January, 2018

OFFICE ORDER NO.11/2018

With immediate effect and until further orders, the revised allocation of work in DGFT (HQ) is ordered as under:

WORK ALLOCATION IN DGFT (HQ)						
Sl. No.	Section/ Work	Key Work	FTDO/Assistant Director	Deputy DGFT/ Assistant DGFT/ Deputy Director	Joint DGFT/ Director (Statistics)	Additional DGFT/ Statistical Adviser
ESTABLISHMENT MATTERS						
1.	HRD-1	Establishment matters related to Gazetted Officers/Cadre management of Indian Trade Service (ITS)	Vikas Mohan	Nirmal Kumar	Arunoday Goswami	N.K. Srivastava
2.	HRD-2	Establishment matters related to Non Gazetted Officials	Ms. Aparna Srivastava	Nirmal Kumar	Arunoday Goswami	N.K. Srivastava
3.	HRD-3	MTS, Medical Claims for HQ & RAs and Advances	Ms. Nivedita Roy Choudhary	Ms. Suminder Kaur	Jay Karan Singh	S.K.Samal
4.	Vigilance	All vigilance matters of DGFT	Ms. Alka Bhateja	Arvind Shukla	Arunoday Goswami	N.K. Srivastava
5.	General	House-keeping related matters	Sanjay Kumar	Rajesh Malhotra	Akash Taneja	N.K. Srivastava
6.	Stationery	Procurement & distribution of stationery items	Sanjay Kumar	Rajesh Malhotra	Akash Taneja	N.K. Srivastava
7.	R&I (Receipts & Despatch)	---		Munish Kumar	Jay Karan Singh	S.K.Samal
8.	Record	---	---	Ms. Suminder Kaur	Jay Karan Singh	S.K.Samal
9.	Library	---	---	Ms. Suminder Kaur	Jay Karan Singh	S.K.Samal
10.	Cash	---	T. Songzalian	Munish Kumar	Jay Karan Singh	S.K.Samal
11.	Budget & Accounts (B&A)	Budget Allocation & Monitoring of Expenditure	Azad Lal Pasi	Munish Kumar	Jay Karan Singh	S.K.Samal

12.	Hindi Section	Official Language Implementation	Raman Kumar Verma (AD, OL)	Munish Kumar	Jay Karan Singh	S.K.Samal
13.	DGCI&S	Administration & Financial Matters of DGCI&S	Ram Paul Singh	Arvind Shukla	Arunoday Goswami	N.K. Srivastava
POLICY FORMULATION AND POLICY CLARIFICATION						
14.	Policy Coordination, Monitoring of Schemes, Trade Consultation, POM & GST related matters	--	Sanjay Kumar	Kumar Rahul	Akash Taneja	N.K. Srivastava
15.	Trade Facilitation, Trade Help Desk , EDI, Data maintenance, WTO, Modernization & IT, Logistics	WTO related matters	1.R.K. Verma & 2.Chandrakant M Reddy – EDI & Data Maintenance K.K. Mushahary- EDI,WTO	K.P. Singh	--	N.K. Srivastava
16.	Policy-1	FTD&R Act/Rules, Chapter-1, Niryat Bandhu Scheme	Ranjeet Kr. Roy	Dr. Praveen Kumar	Lokesh H.D	N.P.S. Monga
17.	Policy-2 (A&B)	General Provision on Import, Import Policy, IEC, DEL	Dinesh Baid	S.K. Mohapatra	S.P. Roy	K.C. Rout
18.	Policy-3	Reward schemes of Chapter 3 of FTP (MEIS, SEIS) Reward Scheme	Ms. Pratibha Kumari	Dr. Praveen Kumar	Lokesh H.D.	N.P.S. Monga
19.	Policy-4 (including pending claims of DEPB)	All Schemes of Chapter 4 (Advance Authorization, Gem & Jewellery, DFIA), Interest Subvention & pending DEPB cases.	Sanjeev Kala	Dilip Kumar	Jay Karan Singh	S.B.S. Reddy
20.	Policy-5	Chapter 5 of FTP (EPCG)	A.S. Chouhan	Randheep Thakur	Rajbir Sharma	J.V. Patil
21.	Policy-6- Chapter 6 & 7 of FTP and Drawback	Chapters 6 & 7 of FTP, (EOUs, Deemed Exports, etc.),SEZ, BOA.	Ashok Kumar Kanodia	Shobhit Gupta	Akash Taneja	J.V. Patil
22.	Chapter 8 of FTP	Quality Complaints and trade disputes	R.L. Meena	Tika Ram Majhi	Jay Karan Singh	S.K.Samal
23.	Import licensing & Marble Policy	Marble related issues	Abdul Sadiq Khan	Devashish Bhardwaj	S.P. Roy	K.C. Rout
24.	Import Cell for Restricted items	Licensing of restricted items	Abdul Sadiq Khan	Devashish Bhardwaj	S.P. Roy	K.C. Rout

25.	Export Cell (Non-SCOMET)	Export Policy & Export Licensing, EFC	Vinod Kumar Sharma	Sanjay Kumar Tiwari	Arunoday Goswami	N.K. Srivastava
26.	Export Cell (SCOMET)	Export Policy & Licensing of SCOMET Items	Ratan Kumar Biswakarma	Sanjay Kumar Tiwari	Arunoday Goswami	N.K. Srivastava
POLICY EXECUTION						
27.	DES-1 (NC-1)	Fixation of norms of Engineering Items	S.K. Panigrahi, Economic Officer	K.P. Singh	---	S.K.Samal
28.	DES-2 (NC-2)	Fixation of norms of Engineering & Electronic Items	Vinod Kr. Kashyap	Kirti Vardhan	---	S.K. Samal
29.	DES-3 (NC-3)	Fixation of norms of Pharma/ Organic Items	S.K. Panigrahi, Economic Officer	Nirmal Kumar	---	J.V. Patil
30.	DES-4 (NC-4)	Fixation of norms of Chemicals & Allied Items	Ramesh Kumar Verma	Kumar Rahul		K.C. Rout
31.	DES-5 (NC-5)	Fixation of norms of Textile Items	Vinod Kr. Kashyap	S.K. Mohapatra	---	K.C. Rout
32.	DES-6 (NC-6)	Fixation of norms of Food/ Marine/ Miscellaneous Items	A.C. Bhatt	Shobhit Gupta	---	N.P.S. Monga
33.	DES-7 (NC-7)	Fixation of norms of Plastic/ Rubber Items	A.C. Bhatt	Ms. Chitra Sharma	---	S.B.S. Reddy
34.	EPCG I & II	Relaxation in cases relating to EPCG authorisation	Anand Singh Chauhan	Randheep Thakur	Rajbir Sharma	J.V. Patil
35.	PRC/PIC	Policy Relaxation and Interpretation	A.S. Lungreishang	Kirti Vardhan	S.P. Roy	K.C. Rout
COORDINATION						
36.	Litigation	Coordination of work relating to Litigation	Ms. Nirmala Alex	Ms. Suminder Kaur	Jay Karan Singh	S.K.Samal
37.	Audit	Coordination of C&AG and other Audits	Alok Chakrabarti	Renu Kakkar	---	J.V. Patil
38.	O&M, Inspection & Coordination (DGFT-SOM, DoC-SOM)	O&M matters and Coordination	Pradyumna Sahu	Sekhomang Kipgen	Akash Taneja	N.K. Srivastava
39.	RTI	RTI applications pertaining to DGFT	Ms. Reema Selvakumar	Ms. Suminder Kaur	Jay Karan Singh	S.K.Samal
ENFORCEMENT						
46	ECA-1	Appeal Cases under FTDR Act	Ratan Lal Meena	T.R.Majhi	Jay Karan Singh	S.K.Samal
47	ECA-2	Enforcement cases and references from DRI	Ratan Lal Meena	T.R.Majhi	Jay Karan Singh	S.K.Samal

STATISTICS DIVISION						
48	(i) Foreign Trade Statistics (ii) MIS/ Publication (iii) Trade Analysis Dashboard (iv) Open Data Platform (v) Parliament Unit	---	(i) Ms. Monica Kumawat, AD (ii) Jagadish Chander, RO	Birendra Kumar Mishra	Manoj Kumar Verma	Dr. P.C. Mishra

Note: *Shri Jay Karan, Joint DGFT will be the Transparency Officer of DGFT.

2. Officers of the level of Additional DGFT/Joint DGFT can assign any work/any specific file to any of their subordinates to meet any exigency.
3. This has the approval of Competent Authority.

(Nirmal Kumar)

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Copy to:

1. Officers concerned.
2. PPS to DGFT & All Addl.DGFTs
3. All Joint DGFTs, Deputy DGFTs & Asstt.DGFTs
4. All Sections of DGFT (HQ)
5. All Zonal offices and Regional Authorities.
6. E-I Section, Department of Commerce, Udyog Bhawan, New Delhi.
7. NIC/EDI Section with a request to upload the order on the DGFT website.